

SECRETDIARY NOTESExecutive Director-Comptroller*JWW*

17 July 1965

1. I asked Paul Borel to prepare a brief for me on the amount of money we are spending for newspapers, periodicals, etc. It seems to me that this is probably an area where we can make further cost reductions.

2. I talked with Larry Houston about combining the investment committee Projects [redacted] I asked him to prepare a brief paper for me proposing that this be done.

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3. I reviewed with John Clarke and [redacted] our requirement for a supplemental appropriation this year. It was agreed that we would go in for [redacted] replenishment based on Vietnam and the Southeast Asia area. The Bureau of the Budget has asked us not to include items that are not tied to this geographic area and we think that we have a good chance of [redacted] in the supplemental bill which will be going forward very soon. We also agreed that we should have the other items which we believe will justify claims against the reserve in hand when we go to the Bureau on Friday, 23 July, so that we will be able to defend the necessity for leaving in the reserve the approximately [redacted]

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4. I have talked with both [redacted] and Jack Earman about a [redacted] which has now been covered by a certification from Walt Elder that he received this advance and will account for it in due time. This will be coming to me in an audit report soon, and at that time I want to discuss with Walt again the advisability of having this account controlled by the Administrative Officer. In this connection, I have also asked Jack Earman to audit the mess account as of the end of the fiscal year. This is always a dangerous area and I would like to make sure that things were tidy at the time I assumed the position of Executive Director.

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5. I spoke to Walt Elder about DCI overseas trips in chartered airplanes and suggested that he hold these to the minimum. I doubt personally that chartered flights are really necessary. At \$35, 000 a trip we should take a very hard look at this and make the Director aware of the cost before using chartered instead of commercial aircraft.

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6. [redacted] returned from [redacted] we had
a good philosophical discussion about his future, the gist of which is as
follows: I believe and I think [redacted] agrees that one has to choose between
making a career of being a Special Assistant or taking other assignments,
and I personally believe in the latter. I told [redacted] that I had a high
regard for him and was indeed glad to have him back. At the same time,
I felt that he and I should look for another position in which he could
broaden his own career. I told [redacted] that there is certainly no hurry
about this since I had no one in mind at the moment to replace him, but
at the same time I would release him if he should find a job which he
would like to take.

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